SECTION 14.0   CONVENTIONS & STANDARDS

14.1   Overview

The basic rule to follow for entry of information in CM/ECF is: *Spell it out exactly as it appears on the pleading.*

As with any database, before entering information into CM/ECF, it is important to do a thorough search to be sure the same information has not been entered previously.   Users should note that the results of a search from the Query menu will be in alphabetical order. Results from Add Party or from the editor will not be alphabetized by first name - only by last name. You will need to scroll through the whole list to determine if the party name is already in the database to avoid creating a duplicate party record. (See also **Section 11.0 Query**.)

Searches are conducted by entering only the first few letters of the last name of a person -OR- the first few letters of the name of the business, municipality, organization, or agency.   You may use punctuation and upper and lower case lettering. Remember, the information will be retrieved only as it was added to the system based upon how it appeared on the pleading and in accordance with these standards and conventions.

14.2   Party Name Entry

Enter the party name exactly as listed on the complaint or other pleading (excluding only the words "The", "A", or "An" when necessary).

(a)   **Individual Persons**
Enter the full last name, full first name, middle name (or initial), and generation (i.e., Jr., Sr., III). It is not necessary to complete the "title" field. Include titles or roles, such as Executor of..., in his capacity as..., Commissioner of..., etc. in the *TEXT* field.

(b)   **Corporations**
Enter the full and complete name as found on the complaint in the last name field. Do not use the other fields when entering entities.

Exclude the word "The" from the entry.

Exclude any comma after the corporate name and before Inc. or Incorporated.

Examples:

Integrated Global Systems, Inc.
Enter as Integrated Global Systems Inc

Integrated Global Systems Inc.
Enter as Integrated Global Systems Inc

Integrated Global Systems, Incorporated
Enter as Integrated Global Systems Incorporated

Integrated Global Systems
Enter as Integrated Global Systems

(c)   Unions
The last name field will always be the name of the union or trust with the Local # or Trustees of . . . in the first name field. Where Trustees are also identified in the complaint in their official capacity, the individual names are entered into the party text field for the Trust. Where a Trustee is identified as a separate party, they are to be entered individually as a separate party.

Examples:
Last Name: Plumbers and Pipefitters
First Name: Local 359
Party Text: blank
Docket Report: Local 359 Plumbers and Pipefitters

Last Name: Electrical Union Health and Welfare Pension Trust
First Name: Trustees of
Party Text: John Doe, Richard Roe, Mary Smith, Sally Jones, Trustees
Docket Report: Trustees of Electrical Union Health and Welfare Pension Trust, John
                            Doe, Richard Roe, Mary Smith, Sally Jones, Trustees

Remember, when performing a party name search, you are searching first on the last name field.

Enter International Brotherhood of Carpenters Local 25
         Not Local 25, IBC

(d)   Indian Tribes
Enter Confederated Tribes of the Umatilla Indian Nation
         Not Umatilla.....

(e)   Governmental Entities
Enter the agency name (i.e., Department of Interior) instead of the name of the agency head (i.e., Bruce Babbitt) unless they are being sued in their individual capacity.

> *Enter* Department of Health & Human Services
>   *Not* Secretary Donna E. Shalala
>
> *Enter* Commissioner of Social Security
>   *Not* Commissioner Kenneth S. Apfel
>
> *Enter* City of Portland
>   *Not* The City of Portland
>   *Not* Portland, City of
>
> *Enter* State Office of Services to Children and Families
>   *Not* SOSCF

(f)   Pro Se Litigants

(g)   Prisoner Litigants
(**Note:** CM/ECF does not accommodate multiple addresses for one party on a case.)
Enter prisoner address information as follows:

Office - Institution name / Address 1 - Prisoner ID or Reg. Number
Address 2 - Street address / Address 3 - P.O. Box

(h)   Properties
Enter the information as listed on the complaint (or other pleading).

(i)   Vehicles
Enter the vehicle as identified on the complaint.

Entry: 1989 Chrysler New Yorker, VIN 325678765445

(j)   Currency
Enter currency as listed on the complaint. Be sure to include the $ symbol, comma(s) and decimal point.

Entry: $14,669.42 in US Currency

(k)   John Doe(s) / Jane Doe(s)
If the last name of the party is known but not the first name, enter/create the party by the last name only. If a first name is known but not the last name, the party record should be as follows:

Last Name: Smith, First Name.

If both the first and last name are unknown, enter the party as a John Doe or Jane Doe. If the pleading identifies many unknown parties (i.e., John Does 1-5) then add the descriptor (1-5) in the party text for the party record of John Doe or Jane Doe. If there is a unique descriptor about any of multiple John Does (i.e., Sargent in charge), make him a separate party.

At such time as a "Doe" party is identified in the case, a termination date should be entered for the "Doe" party and a new party record created for the named party.

14.3 Addresses

When entering addresses in CM/ECF, it is permissible to use only these abbreviations:

Avenue = Ave.	Room = Rm.
Boulevard = Blvd.	Street = St.
Court = Ct.	Suite = Ste.
Highway = Hwy.	

In addition, navigational references in street addresses may be abbreviated using N, S, W, E with punctuation. For example, Southwest = S.W.

Completion of the Address fields (1-3) in the party/user records should be as follows:
Address 1 = Street
Address 2 = Room number or Suite number
Address 3 = P.O. Box

14.4 Telephone and Facsimile Numbers

Enter these numbers as follows: (area code) space##hyphen####.
For example: (503) 122-3344

14.5 Docket Text

Use upper and lower case letters including punctuation.